

CONTROL FORM FOR DOE/ORO DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

1. DIRECTIVE NUMBER, TITLE, AND DATE:

ORO O 320, REVISION 6, FEDERAL EMPLOYMENT, dated 09/10/2007

2. PURPOSE OF TRANSMITTAL: New Directive Revised Directive Revised Control Form

3. DOES THIS DIRECTIVE CANCEL OR EXTEND ANY OTHER DIRECTIVES? Yes No
If "Yes," list what action (cancel or extend) and list the Directive(s) number(s), title(s), and date(s):

This Revision cancels and replaces ORO O 320, Revision 5, FEDERAL EMPLOYMENT, dated 07/19/2006.

The attached Directive is forwarded for review and action. Complete Part B and forward a completed hard copy of this form to ORO DMG, AD-440, by 09/10/2007.

PART B (To be completed by the DIVISION OF PRIMARY INTEREST [DPI]):

COMPLETE FOR DOE DIRECTIVES ONLY:

4. SUPPLEMENTAL ORO DIRECTIVE REQUIRED?

Is a new or revised supplemental ORO Directive required? Yes No

If "Yes," target date for submission of supplemental ORO Directive is _____.

COMPLETE FOR BOTH DOE AND ORO DIRECTIVES:

5. CONTRACTOR APPLICABILITY.

Does this Directive affect the work performed by ORO Contractors? Yes No

If "Yes," whom? Bechtel Jacobs Company LLC ORAU

UT-Battelle, LLC ISOTEK (Bldg. 3019, ORNL)

Foster Wheeler (FWENC)

Other Contractors (list by name) **SEE INDIVIDUAL CHAPTERS**

6. SUBJECT MATTER EXPERT: SEE INDIVIDUAL CHAPTERS

Name Organization

Original Signed By

7. APPROVED BY: Wayne H. Albaugh, Team Leader Directives Management Group 09/10/2007
Signature Organization Date

PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Original Signed By

Wayne H. Albaugh 09/10/2007

DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED. (Revised 02/10/2006)

U.S. Department of Energy

Oak Ridge Office

ORDER

ORO O 320
Revision 6

DATE: 09/10/2007

SUBJECT: FEDERAL EMPLOYMENT

1. PURPOSE. This Directive provides detailed requirements for activities under 320 Series, FEDERAL EMPLOYMENT, by assigning responsibility and accountability to Oak Ridge Office (ORO) and Office of Scientific and Technical Information and providing guidance to those organizations for which the ORO Human Resources Division is designated as Servicing Personnel Office.
2. CANCELLATION. This revision cancels and replaces ORO O 320, Revision 5, FEDERAL EMPLOYMENT, dated July 21, 2006.
3. SIGNIFICANT CHANGES. This Directive incorporates as Chapters in the 320 Series the current ORO Directives listed in Paragraph 4 below.
4. SUMMARY.
 - a. This revision to ORO O 320 transmits the following revised Chapters:
 - (1) Chapter I, Change 4, EMPLOYMENT, dated April 19, 2007.
 - (2) Chapter III, Change 4, EMPLOYMENT OF EXPERTS AND CONSULTANTS, dated April 19, 2007.
 - (3) Chapter VIII, Change 4, PRIORITY PLACEMENT AND CAREER TRANSITION ASSISTANCE, dated September 4, 2007.
 - (4) Chapter IX, Change 4, POSITION MANAGEMENT AND CLASSIFICATION, dated April 25, 2007.
 - (5) Chapter X, Change 4, SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS, dated March 14, 2007.
 - (6) Chapter XI, Change 1, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, dated July 18, 2007.
 - b. The following Chapters, previously issued, remain in effect.
 - (1) Chapter II, Change 4, PROCESSING PERSONNEL ACTIONS, dated June 14, 2006.

- (2) Chapter VI, Change 4, VOLUNTARY LEAVE TRANSFER PROGRAM, dated June 13, 2006.
- (3) Chapter VII, Change 2, MERIT PROMOTION, dated January 30, 2004.

For information on applicability and assignment of responsibility, refer to these individual Chapters.

- 5. CONTRACTOR REQUIREMENTS DOCUMENT. None.

Wayne H. Albaugh, Team Leader
Directives Management Group

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CHAPTER I – EMPLOYMENT (correlates to DOE O 320.1, Change 1)

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CHAPTER III - EMPLOYMENT OF EXPERTS AND CONSULTANTS (correlates to DOE O 321.1)

CHAPTER IV – RESERVED

CHAPTER V – RESERVED

CHAPTER VI - VOLUNTARY LEAVE TRANSFER PROGRAM (correlates to DOE O 322.1B)

CHAPTER VII - MERIT PROMOTION (correlates to DOE O 320.1, Change 1, Chapter V)

CHAPTER VIII - PRIORITY PLACEMENT AND CAREER TRANSITION ASSISTANCE
(correlates to DOE O 320.1, Change 1, Chapter VI)

CHAPTER IX - POSITION MANAGEMENT AND CLASSIFICATION (correlates to DOE O 320.1, Change 1, Chapter VII)

CHAPTER X - SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS (correlates to DOE 3731.1, Change 1)

CHAPTER XI – PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY (correlates to DOE O 322.1A)